

MR Cases Only
EO Citation

UNCLASSIFIED

ID #

617159

TR 22

EQ1030

CORRESPONDENCE TRACKING WORKSHEET

- Date Correspondence Received (YY/MM/DD) 88.11.28

Name of Correspondent:

User Codes: (A) _____ (B) _____ (C) _____

Subject:

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)
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Action Code

**Tracking
Date
YY/MM/DD**

Type of Response

Comp
D
YV/M

ORIGINATOR

88.11.28 TR

Referral Note:

A

88/11/30th

Referral Note:**Referral Note:****Referral Note:****Referral Note:****ACTION CODES:**

- A - Appropriate Action**
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

- 1 - Info Copy Only/No Action Necessary**
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

- A - Answered** **C - Compl**
B - Non-Special Referral **S - Suspe**

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

UNCLASSIFIED

Comments: